

HOW TO... Add quotes to your emails

Spending hours thinking of pithy comments for your email signature? Helen Morrison has a program that does it for you

Most of us like to have a little something in the signature of the email messages we send. If it is a personal email address, you might add a couple of lines that will make the recipient laugh or brighten up their day. However, if you email the same people all the time, constantly finding something new to say quickly becomes a chore.

It doesn't have to be. Qliner (www.qliner.com) has a useful little program called Quotes 2006 that inserts quotes into the signature of your emails and, best of all, it's free. The file is only 2.11MB, so it will be quick to download if you have a broadband connection.

1 Quotes works with many email programs, including Outlook, Outlook Express, Thunderbird, Netscape Messenger and Eudora. In Outlook Express, the quote appears automatically when you create a new message. This is not the case with Outlook. From the Tools menu, select Options and go to the Mail Format tab. In the Signatures section, click on the drop-down menu next to Signature for new messages, and select QOutlook.

2 If you would like to include more than just the quote in your signature, such as your name and contact details, right-click on the Q icon in the System Tray and select Change Signature. Edit this file according

to your own preferences and select Save from the File menu, then close it. When you create a new message, this is the signature that will appear.

If you have more than one email program on your computer, you will need to change the signature for each one. Click on the Actions menu and select the program listed there, for example Connect Outlook or Connect Outlook Express. Once you have set them up, you can open the signature file for each program by going to File, Select.

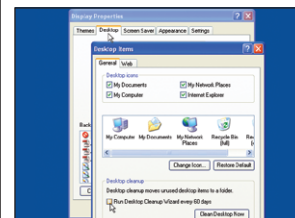
3 When the program has installed, right-click on the little Q icon that appears in your System Tray. First, choose the quotes you'd like to use. Select Choose Quotes Data File. You can tick as many as you like. For a wider range of quotes, select Browse Internet. This takes you to a site where you can download new quotes and even add your own, once you've registered.

4 If you want to see a list of the quotes in your current Quotes data file, right-click on the Q icon again, and go to Edit Quotes data file.

As with all free software, there are some drawbacks. One problem with Quotes is that there are occasional spelling mistakes, such as 'excists' instead of 'exists'. You can correct these, and delete quotes you don't want, from the Edit Quotes data file.

HOW TO... Stop Cleanup Wizard

Windows XP helpfully informs you at regular intervals that there are items on your desktop that you haven't used recently. It asks if you would like to tidy them up. If you would, Windows puts them all in a folder on the desktop. But what if you don't want Windows to do this? The Desktop Cleanup Wizard runs every 60 days. To change this, right-click on a clear space on the desktop. Go to the Desktop tab and click the Customize Desktop button. In the Desktop cleanup section, untick the box next to Run Desktop Cleanup Wizard every 60 days.



HOW TO... Add to Send To

The Send To option is a very quick way of moving or opening files. It appears on the menu that pops up when you right-click files in Windows Explorer or My Computer. To customise Send To, open My Computer, go to your hard disk (which is usually called C:) and open the Windows folder. In Windows XP, go to Documents and Settings, then to your user folder where you'll find the Send To folder. In older versions of Windows go straight to the Send To folder. Here you can delete short cuts or create new ones to applications and folders you'd like to appear in the Send To list. The quickest way to create a short cut is to right-click on the icon for the application or folder, drag it to the Send To folder and select Create Shortcut from the pop-up menu.

